

Fund Switch Form – to invest in a JISA 2024–25

(This form should be used if you wish to sell existing investments and subscribe to a JISA.)

If you require assistance to complete this form, please contact our Unit Trust Team on **01620 825867**

Notes for completion

- Before you complete this form: you should read up to date versions of the Key Investor Information Document (KIID) for each fund in which you want to invest, as well as the Supplementary Information Document (SID). The KIID for each fund, SID and other documents are available on our website
- Please complete in black ink and BLOCK CAPITALS and send your completed form to **McInroy & Wood Portfolios Ltd, Investor Administration, PO Box 401, Darlington DL1 9UW. We do not accept forms by email**
- For anti-money laundering purposes we are legally obliged to verify the identity of the registered contact (the Applicant) and any person making payments into the Junior ISA (either the Applicant or a third party i.e. a 'Gifter'). We will initially aim to do this using electronic verification sources. However, we will use any information we obtain in this way only for verification of identity and not for any other purpose
- Verification checks may fail due to a variety of factors. To avoid us having to reject your application if the electronic verification checks are not successful, we request that new Applicants provide evidence for the Applicant (if they are providing the funds) or the Gifter, as appropriate, of both identity and address as laid out in the 'Documentation Guidance' that can be found at the end of this form
- We reserve the right to request further information and documents from you following receipt of the forms and initial documents
- If we are unable to verify the identity and address of the Applicant / Gifter (as relevant) we will not be able to process your application and investments will not be made

A – Personal details (please use BLOCK CAPITALS)

Account number

Title	Surname	Forename(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent residential address

<input type="text"/>	Postcode	<input type="text"/>
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Daytime telephone number

Email Address

Date of birth

D	D	M	M	Y	Y	Y	Y
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B – Switch Instructions

Please:

- i) complete your fund choice(s) below and, if using a percentage split, ensure that the total adds up to 100%
- ii) refer to the Fact Sheets and Key Investor Information Document for information on the fund(s)
- iii) refer to the JISA terms and conditions contained in the Supplementary Information Document
- iv) be aware that the sale of an existing holding in an MWP fund may constitute a disposal for UK Capital Gains Tax purposes
- v) **ensure that you have also completed the JISA application sections of this form**

Please SELL: UNIT TRUST	Class	Amount £	OR	Number of units	If selling entire holdings please enter "ALL" under Number of units
MW Balanced Fund	Acc				
	Inc				
MW Income Fund	Acc				
	Inc				
MW Smaller Companies Fund	Acc				
	Inc				
MW Emerging Markets Fund	Acc				
	Inc				
	Total				
Please BUY: JISA	Class	Amount £		OR	Percentage %
MW Balanced Fund JISA	Acc				
MW Income Fund JISA	Acc				
MW Smaller Companies Fund JISA	Acc				
MW Emerging Markets Fund JISA	Acc				
	Total			100%	

C - Declaration

1. I have read the Supplementary Information Document and a current copy of the Key Investor Information Document(s) of the Fund(s) in which I wish to invest and confirm that I am familiar with the features of the Fund(s) as described in the Key Investor Information Document(s)
2. I acknowledge that it is my decision that this fund or these funds are suitable for me and I confirm that I have received no advice from Mclnroy & Wood or any of its associates or representatives regarding the merits or suitability of this investment
3. I declare that the information provided in this form is, to the best of my knowledge and belief, accurate and complete
4. I understand that an electronic data source will be used in order to verify my identity for the purpose of complying with UK anti-money laundering legislation and further proof of identity and / or information regarding source of funds and source of wealth may be requested
5. I have included proof of personal identity and address documentation (new investors only).

D - Signatures of Applicant(s)

(All registered unitholders require to sign below.)

(1) Signature

Date

D	D	M	M	Y	Y	Y	Y
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(2) Signature

Date

D	D	M	M	Y	Y	Y	Y
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(3) Signature

Date

D	D	M	M	Y	Y	Y	Y
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(4) Signature

Date

D	D	M	M	Y	Y	Y	Y
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JISA Application Form 2024-25



If you require assistance to complete this form, please contact our Unit Trust Team on **01620 825867**

Notes for completion

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- Verification checks may fail due to a variety of factors. To avoid us having to reject your application if the electronic verification checks are not successful, we request that new Applicants provide evidence for the Applicant (if they are providing the funds) or the Gifter, as appropriate, of both identity and address as laid out in the 'Documentation Guidance' that can be found at the end of this form
- We reserve the right to request further information and documents from you following receipt of the forms and initial documents
- If we are unable to verify the identity and address of the Applicant / Gifter (as relevant) we will not be able to process your application and investments will not be made

A - Applicant's Personal Information:

This must be a parent or guardian with parental responsibility where the child is under 16.

Title First name(s) Surname

Permanent residential address

Postcode

Daytime telephone number Email address

Date of birth National Insurance Number*

*You should be able to find your National Insurance Number on a payslip, form P45 or P60, a letter from HM Revenue and Customs, a letter from the DWP, or a pension order book.

I apply to subscribe to a JISA for:

Title First name(s) Surname

Child's permanent residential address: (if same as the above, please tick the box:)
 Postcode

Relationship to child

Child's date of birth Child's National Insurance No.*

*If the child is under 16 and does not have a National Insurance Number, please tick this box:

McInroy & Wood Portfolios Limited Account number (existing investors only):

The investments acquired are for the beneficial ownership of the above child.

All subscriptions made to a JISA are deemed to be gifts to the child and cannot be repaid to the subscriber.

B - Investment instructions:

I hereby instruct you to invest in the undernoted MW Fund(s) in the child's name:

Fund Name	SEDOL (for office use)	Lump Sum Amount (minimum £500 per fund)	Monthly Saving Amount (minimum £100 per fund)
MW Balanced Fund Acc	BSHRBM8	£	£
MW Income Fund Acc	BMWG560	£	£
MW Smaller Companies Fund Acc	BMWG601	£	£
MW Emerging Markets Fund Acc	BMWG4W9	£	£
TOTAL		£	£

If you have received advice from a financial advisor relating to this investment, please tick this box and ensure that your advisor completes section H.

Please note that only accumulation class units may be held in a JISA in line with our JISA Terms and Conditions.

C – Bank details and payment methods

Payment is required prior to dealing and can be made by electronic transfer or submitting a cheque with the completed application form. For UK anti-money laundering purposes we are required to verify the identity of the person paying for the units (either the applicant or the Gifter). Therefore, please provide the bank account details from which payment for the units is being made and, if this account belongs to a Gifter, please also provide their identity information.

Account Name

Bank or Building Society Name

Branch

Sort Code

Account Number

Gifters details (leave blank if not relevant).

Name

Address

Postcode

Date of Birth

I understand that an electronic data source will be used in order to verify my identity for the purpose of complying with UK anti-money laundering legislation and further proof of identity and / or information regarding source of funds and source of wealth may be requested.

Signature

Date

Anti-money laundering verification for new investors / Gifters only (please tick):

I have included proof of personal identity documentation in relation to the Applicant / Gifter (delete as appropriate)

I have included proof of personal address documentation in relation to the Applicant / Gifter (delete as appropriate)

(see Section I for guidance on acceptable documentation).

Please tick all applicable payment methods and complete the relevant sections 1 to 3 below.

1. Electronic payment		3. Cheque	
2. Direct debit (monthly savings only)			

1. **Electronic payments:** Please note that McInroy & Wood is unable to make a collection from your account and you must instruct your bank to transfer payment to us prior to dealing. Please send electronic payments with your name as the payment reference to the following account:

Account Name: McInroy & Wood Portfolios Ltd Client Money Account
Account Number: 44024819
Sort Code: 60-00-01

2. **Direct debit mandate:** The mandate (page 6) must be completed if you would like to make **monthly savings** payments. Direct debits are collected on the 1st of the month.

3. **Cheque:** Please make the cheque payable to "McInroy & Wood Portfolios Ltd".

D - Using your personal information

The personal information which you provide within this application form will be stored and used to help administer your investment in the fund(s). This may include the transfer of your personal information to our business partners and service providers, who assist in the administration of the funds. Their processing may be located outside of the European Economic Area.

The processing of your personal information will be carried out in accordance with McInroy & Wood's Privacy Policy, which you can access at the foot of our homepage on our website (www.mcinyroy-wood.co.uk). Please read our Privacy Policy as it sets out your rights with respect to any personal information we collect from or about you and explains in more detail how we use that information to administer your investment.

E - Keeping you informed

We would like to use your personal information to enable us to keep in touch and to send you other information which we think may be of interest to you. Such information could include our occasional articles and information about events we hold. Under data protection legislation we require your explicit consent to use your personal information for these purposes. If you would like us to keep you informed in this way, please tick the box below.

I consent to McInroy & Wood Portfolios Ltd and its parent company McInroy & Wood Ltd (together "McInroy & Wood") using my personal information to keep in touch and to send me other information which may be of interest to me, such as your occasional articles and information about your events.

(Please tick the box):

F - Declaration and signature of Applicant

I apply to subscribe to a stocks and shares JISA for the tax year 2024-25.

I authorise Mclnroy & Wood Portfolios Limited:

- to receive the child's subscription and to hold the JISA investments, dividends and any other rights or proceeds in respect of those investments, and
- to make on the child's behalf any claims to relief from tax in respect of JISA investments.

I declare that:

- I am 16 years of age or over
- I am the child / I have parental responsibility for the child (delete as appropriate)
- I / the child does not have a Child Trust Fund account
- I will be the Registered Contact for the JISA
- The child is resident in the UK, or is a UK Crown servant, a dependant of a UK Crown servant or is married to / in civil partnership with a UK Crown servant
- I have not subscribed, and will not subscribe, to another JISA of this type for this child
- I am not aware that this child has another JISA of this type
- I am not aware of other JISA subscriptions that will result in this child exceeding the annual limit (2024/25: £9,000)
- I will not knowingly make subscriptions to JISAs for this child that will result in the subscription limit being exceeded
- I understand that an electronic data source will be used in order to verify my identity for the purpose of complying with UK anti-money laundering legislation and further proof of identity and / or information regarding source of funds and source of wealth may be requested
- I have read and agree to the JISA Terms and Conditions within the Supplementary Information Document and a current copy of the Key Investor Information Document(s) of the Fund(s) in which I wish to invest. I confirm I am familiar with the features of the Fund(s) as described in the Key Investor Information Document(s)
- I acknowledge that it is my decision that this fund or these funds are suitable for me and confirm that I have received no advice from Mclnroy & Wood or any of their associates or representatives regarding the merits or suitability of investments to be held under this application
- I have included proof of personal identity and address documentation (new investors only)

I declare that this application form has been completed to the best of my knowledge and belief.

Signed

Date

D	D	M	M	Y	Y	Y	Y
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G – Checklist:

Before returning your JISA application form, please ensure that you have:

- Completed your Personal Information
- For lump sum contributions enclosed a cheque or made payment electronically using your name as the payment reference
- For regular monthly savings **only**, enclosed your Direct Debit Instruction Form
- Confirmed that your investment does not exceed the current HMRC annual subscription limit
- Completed the Investment Instructions Box
- Reviewed the "Using your personal information" section above and confirmed or otherwise your consent as requested
- Read and signed the declaration on the Form
- Included all required proof of personal identity and address documentation (new investors/gifters only)

When you are ready, please send the forms and cheque (if applicable) to:

Mclnroy & Wood Portfolios Ltd, Investor Administration, PO Box 401, Darlington DL1 9UW

H – To be completed by financial advisors only

*Tick one
box*

I/We confirm that the applicants are entitled to cancellation rights under the FCA Conduct of Business rules

I/We confirm that the applicants are **not** entitled to cancellation rights under the FCA Conduct of Business rules

I/We hereby indemnify McInroy & Wood Portfolios Ltd for any losses suffered should it be discovered that the applicant was entitled to cancellation rights and no cancellation notice was sent

To be completed by the advisor if applicable

Advisor's name

Agency Code (if known)

Advisor's Address

Postcode

FCA Registration No.:

Advised Deal (yes/no):

Signature

Date

D	D	M	M	Y	Y	Y	Y
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I - Documentation Guidance

Documentation guidance for UK Individuals

Please provide one document from both section 1 and 2 below. The same document cannot be used to cover both sections.

Section 1: Evidence of Identity

- Current passport
- Current UK / EEA photocard driving licence (full or provisional)
- Valid (old style) full UK Driving Licence
- Valid firearms certificate or shotgun licence
- Residence permit issued by the Home Office
- EEA Member state identity card
- A letter or document which evidences entitlement to a state or local authority benefit, tax credit, pension or grant (dated within the last 12 months)
- Northern Ireland voter's card

Section 2: Evidence of Address

- Local authority tax bill (valid for current year)
- Current UK / EEA Photocard Driving Licence (full or provisional)
- Valid (old style) full UK Driving Licence
- Recent bank / building society statement or letter (most recent of its kind);
- Recent letters or statements from other FCA-regulated financial institutions, e.g. pension providers or insurers (most recent of its kind)
- Solicitor / lawyer letter confirming a house purchase or land registry confirmation completed in the last 12 months
- Local Council rent card or tenancy agreement
- Benefits book or original notification letter from the Benefits Agency confirming the right to benefits
- Recent utility bill (not mobile phone bill). Must be dated within the last 3 months
- HM Revenue & Customs correspondence addressed to the applicant at the stated address
- EEA member state identity card
- Northern Ireland voter's card
- Recent credit card statement
- An instrument of a court appointment, e.g. a liquidator or grant of probate
- Valid firearms certificate or shotgun licence

Requirements

Documents must either be originals or copies certified by someone in the list below:

- Lawyer or solicitor (registered in the UK)
- Notary Public
- An employee of a firm regulated by the FCA (e.g. bank or building society employee, financial adviser, mortgage broker)
- Chartered accountant (member of the Institute of Chartered Accountants)
- Post Office Document Certification Service
- Judge
- Crown servant

The person certifying must:

- date and sign the document stating 'original seen'
- be easy to contact and not a family member

The certification must be dated within the last 6 months.